

LEHIGH CARBON COMMUNITY COLLEGE
Minutes of the Meeting of the Board of Trustees
October 3, 2013
Volume 49

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, October 3, 2013 in the Don Mershon Conference Room at the Community College. Mr. Ken Mohr, Board Chair, convened the meeting at 7:00 p.m.

Members Present:

Mr. Joseph A. Alban
Mrs. Annabelle B. Creveling
Mr. Mathias J. Green, Jr.
Mr. David R. Hunsicker
Mr. Matthew T. Korp
Ms. Audrey L. Larvey
Mr. Thomas F. Mantz
Mrs. Roberta M. Marcus

Mr. William Miracle
Mr. Kenneth H. Mohr, Jr.
Mr. William Santore, Jr.
Mr. Randall L. Smith
Mr. Larry E. Stern
Mrs. Ann L. Thompson
Mr. Michael J. Torbert

Staff Present:

Dr. Ann D. Bieber, Acting President
Mrs. Ann C. Conte, Office Assistant, President's Office
Mr. Creed Hyatt, Associate Professor of Social Sciences
Ms. Julianne M. Labbiento, Professor of Mathematics, Coordinator of Mathematics
Dr. Thomas C. Leamer, Vice President for Academic Services and Student Development
Mr. James A. Moretti, Vice President for Finance and Facilities

Counsel Present:

Attorney Jerome B. Frank

Press Present:

None

Others Present:

None

Minutes of
September 5, 2013

On a motion by Mrs. Creveling, seconded by Mrs. Thompson, the minutes of the September 5, 2013 meeting were approved as written.

Treasurer's Report

Mr. Mantz presented the Treasurer's Report as listed below:

| | |
|----------------------|--------------------|
| Cash Balance 7/1/13 | \$25,134,686 |
| Receipts | <u>+ 3,591,481</u> |
| Total | \$28,726,167 |
| Disbursed | <u>- 4,261,819</u> |
| Cash Balance 7/31/13 | \$24,464,348 |

President's Report

The Board reviewed the October 2013 issue of the *President's Desk*, and the following items were also noted:

- Acting President Dr. Bieber announced that she met with Governor Tom Corbett in a round table discussion at the Workforce Investment Board and had the opportunity to discuss the workforce initiative at the Donley Center. An invitation to visit was extended to the Governor and hopefully he will be able to accept the invite.
- Dr. Bieber also reminded the Board about Collegewide Development Day on October 8 and welcomed all trustees to attend.
- Dr. Leamer shared an email he received from Judy Ehninger thanking all for supporting her for emeritus status.
- Dr. Leamer updated the Board on the Science in Motion program. This program is a consortium of 12 colleges and universities in Pennsylvania providing science programs to more than 200 school districts in the Commonwealth. The SIM program which began in 1988 is administered through PDE and financed by a State appropriation. LCCC was added to the consortium this year. Dr. Leamer reported that the college is in the process of hiring a mobile educator, and already has the equipment and the van necessary for implementation of this program.

Personnel and Curriculum
Committee

Mrs. Creveling announced a program presentation was scheduled for this evening on the following topic:

Program Presentation

Dr. Leamer then introduced Professor Julianne M. Labbiento from the Mathematics Department to report on her sabbatical leave.

Ms. Labbiento reported that timing was a critical factor during her sabbatical because of the Title III grant proposal and the redesign was necessary with or without the monies. She reported that the sabbatical was needed to complete the research needed for the redesign. She also reported that the project is almost at the final stage of development, and a proposal will be looked at on Development Day. She stated there should be something ready for the schedule before next fall. She concluded by thanking the board for the opportunity and stated that the redesign is still a work-in-progress and the sabbatical was beneficial in moving the redesign forward.

Mrs. Creveling reviewed this committee's minutes noting that committee reviewed the Open Job Report at their September meeting, and they are continuing work on the President's Evaluation Form.

A complete report of this committee is contained in its minutes of September 16, 2013.

Finance and Insurance
Committee

Mr. Torbert reviewed this committee's minutes of its meeting of September 16, 2013.

He reported that the high point of the September meeting was the extended conversation regarding enrollment. He referred to the recent adjustments to the dashboard report. He highly recommended an invitation be extended to Lou Hegyes, Director of Recruitment and Admissions to attend a Board meeting to discuss enrollment. He invited all trustees to attend the next meeting of the Finance and Insurance Committee and asked for some suggestions on ways to raise money looking at sources of fees and tuitions. He stated that we all know the predicament that school districts are facing. Mr. Torbert also stated that comparative data from other community colleges showed that most colleges had lower enrollment and that this should help to put things in perspective.

Dr. Leamer pointed out that the dual enrollment numbers were included in the latest dashboard report.

A complete report of this committee is contained in its minutes of September 16, 2013.

Building and Site
Committee

This committee did not meet during the month of September.

Mr. Alban commented that the Carbon site project is not shovel ready this year. The feasibility study will begin in the near future. He also extended thanks to LCTI for help in taking the hill down

with the cost at \$600 versus \$5000 for an outside service. The architectural design for the campus pillars was completed and the project cost of \$1500 will be shared half by LCTI and half by LCCC.

Resolution 49.06

Mr. Mohr then presented the following resolution:

Authorization for Relocation and Approval of Carbon Site Lease

This resolution authorizing delivery of notice terminating the current lease as of December 31, 2013 to Kovatch Corporation and authorizing relocation of the Carbon site to space within Jim Thorpe Senior High School building was approved by a vote of 14 Yea, 0 Nay.

Community and
Government
Relations/Strategic
Planning Committee

Ms. Larvey reported on the Strategic Plan: *Many Voices, One Vision: LCCC 2014-2017* and praised all those involved for doing a good job. She commended Ceil Connelly Weida for doing a good job in tracking all proposed recommendations.

The Community and Government Relations/Strategic Planning committee meeting will take place on October 8, 2013.

Joint Coordinating
Committee

Mr. Alban reviewed this committee's minutes of the September 20, 2013 meeting.

A complete report of this committee is contained in its minutes of September 20, 2013.

LCCC Foundation

Mrs. Creveling gave the following update on Foundation activities:

She reported that the Special Events committee would be looking at other ways to raise monies and to bring attention to the college.

She reported that the Foundation is doing well financially and has recommended hiring a Scholarship and Sponsorship person. This is a 25 hours/week approved position.

She reported the Foundation will have their annual December meeting as a dinner meeting on December 11, 2013 in the Community Services Center and asked that the Board "save the date" for this event.

She also reminded the Board about the Fall Festival on November 8 and 9. The Friday night VIP reception will include live music, wine and beer tastings, horse-drawn campus carriage rides, a basket raffle, and silent auction.

Old Business None.

New Business Mrs. Marcus updated the board on the status of the PACCC search for a new President/CEO stating they had received 29 completed applications.

Announcements Mr. Mohr read to the board a letter received from Mr. David Hunsicker announcing his resignation from the Board of Trustees effective December 31, 2013.

 Mr. Hunsicker then relayed to the Board that he had announced his resignation to the Northwestern School District Board after 15 years of service on the evening before the Board meeting. He reported that they will be working on finding a replacement for him. Mr. Hunsicker expressed his regrets, but stated he was thoroughly enjoying his position with the Federal Reserve Board.

 Mr. Mohr stated the Board was far better for Mr. Hunsicker's service, and he was sad to see him go.

 Mr. Mohr announced that an Executive Session will be held after the Board meeting to discuss legal and personnel matters.

Adjournment The meeting adjourned at 7:53p.m.

Respectfully submitted,



Randall L. Smith
Secretary
Board of Trustees
Lehigh Carbon Community College